

## Meeting Summary of the Bulkley Valley Research Centre (BVRC) Board of Directors

**Date:** May 30th, 2017, 12:00 pm

**Location:** The Aspen Lounge, Smithers, BC

**Present:** Alan Baxter, Don Morgan (chair), Johanna Pfalz, Darryl Hanson, Rick Budhwa

**Absent:** Richard Overstall, Pam Wright, Wade Brunham, Adrian de Groot, Brian Edmison

Topic and Discussion	Notes	Tasks	Due Date	Responsibility
<b>1: Approval of Agenda</b>				
	No quorum. Deferred to June			
<b>2: Approval of April 2017 minutes</b>				
	No quorum. Deferred to June			
<b>3. Agenda items from previous meetings</b>				
<b>Strategic planning update</b> , report of the subcommittee	Requires final review	Don to circulate V3 to Adrian to review if all edits complete. Then circulate to board for signing	May	Don and Adrian
<b>Monthly update</b>	<ul style="list-style-type: none"> <li>• ESI course – Review budget to ensure BVRC makes money on project</li> <li>• Sandbox Project – good program for BVRC to house within as there is great educational potential</li> </ul>		On-going	All
<b>Operating Budget and Plan</b>	<ul style="list-style-type: none"> <li>• 2017 operating plan and budget – schedules difficult to coordinate for review, hence late circulation.</li> <li>• No quorum for approval so will have to be approved by email.</li> <li>• Highlighted red areas indicates priorities for 2017 and beyond</li> <li>• Labour has been significantly reduced for 2017 and appears to be the leanest operating budget in many years.</li> <li>• Assuming an increase in supporting members by 1-2. Otherwise, there are very few areas further to reduce costs.</li> </ul>	<ul style="list-style-type: none"> <li>• Present 2016 performance plan for comparison at next meeting</li> <li>• Board to focus on priorities for 2017; leave 2018 column in but take out the “X”s</li> <li>• Circulate without “priority” column filled in to Board to fill in based upon their perspective and knowing that all strategies are equal to achieving our goals</li> </ul>	June 13, 2017	Rick, Don

<b>ED Recruitment</b>	Ongoing and slow process where some informal conversations are happening to gauge available community capacity before we advertise for position. Hope to have someone in place by July.		July	Don
<b>FREP</b>	Create an Industry-Government group with the BVRC facilitating a meeting between Eamon, Jevon, Carl Vandermark, Matt Sear and a Nadina representative.			Alan, Don
<b>Governance/Cost Saving Scenario</b>	Operating Plan proposal			1. Don and Adrian 2. Wade, Don, Adrian (subcommittee)
<b>Board Executive Positions</b>	<b>President:</b> <i>Deferred</i> Continue discussions with board members to identify a President. Once President is chosen, we need a board photo for the website and marketing material		On-going	All
<b>5. Adjourn Meeting</b> Next Board Meeting is June 20 <sup>th</sup> , 2017				